



El Dorado County Fire Safe Council

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"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

REQUEST FOR PROPOSAL FOR CONTRACTING SERVICES TO THE EL DORADO COUNTY FIRE SAFE COUNCIL

RELEASE DATE: July 7, 2014

CLOSING DATE: Proposals must be mailed to the address noted below and postmarked no later than July 25, 2014.

CONTACT PERSON:

Roger Dwyer, Chairperson
EDC Fire Safe Council
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INTRODUCTION

The El Dorado County Fire Safe Council (EDCFSC) has received grant funding from the United States Forest Service through the California Fire Safe Council Grants Clearinghouse to continue offering residential chipping for the residents on the western slope of El Dorado County in 2014/2015. One or more qualified businesses will be contracted to conduct chipping for residential fuel reduction in wild land urban interface communities. The grant has \$108,950 (One hundred eight thousand nine hundred and fifty dollars) available for contracted residential chipping services estimated to be expended by March 31, 2016.

To ensure that all applicants are receiving the same information there will be one bidders meeting. Questions pertaining to this RFP or about the program will only be answered at this public meeting. The meeting is set for Monday July 14th, at 9:00 am. The meeting location will be at U.S. Forest Service Headquarters, 100 Forni Road, Placerville, CA 95667.

BACKGROUND

The EDCFSC has operated a Residential Chipping Program since 2002. In the past year it is estimated that over 200,000 cubic yards of cut and stacked brush and limbs have been chipped to create defensible space near homes and structures. This project will assist the residents of El

Dorado County in obtaining compliance with California Public Resources Code 4291. EDCFSC policy in conformance with Federal Regulations 2 CFR 215 and 2 CFR 230 requires that Grant funded projects exceeding the definition of a major purchase of \$25,000 be subject to competitive bidding process.

PROPOSAL

The EDCFSC has received funding for the 2014-2015 Residential Chipping Program for the residents on the western slope of El Dorado County. One or more contractors with chipper and vegetation clearing capability will be hired to conduct these services for residential fuels reduction on the Western Slope of El Dorado County. This Request for Proposal (RFP) is to contract with qualified businesses capable of providing fuels reduction chipping services to the citizens of the Western Slope of El Dorado County.

The Residential Chipping Program operates in the following manner. The resident of El Dorado County properly pile their brush adjacent to a street or driveway that can accommodate a truck and a chipper. The resident completes the "Request for Chipping" form, preferably on-line at the EDCFSC website www.edcfiresafe.org, or will mail the hard copy form to the EDCFSC at P.O. Box 1011, Diamond Springs, CA 95619. EDCFSC receives the website submissions that flow directly into the web-based program database. Mail-in request forms are received by EDCFSC and will be entered into the web-based program by the Program Support Specialist (PSS). PSS will email a list of new requests daily to the contractor or, if only one contractor is selected, the contractor may access the list directly on line. Contractor(s) will contact the participating resident to schedule chipping service. Contractor(s) will take a minimum of one each pre- and post-photos of each job site. These photos shall be identified by the job number of the client served. Contractors are only required to chip the piles that meet the criteria listed on the checklist. Contractor field personnel will document actual dates of service and report job start and end times, actual dimensions of the piles to be chipped and time required for chipping. Contractors will access the online web-based scheduling and job completion form to enter work/job order information. All data will reside in the program database and be housed on the EDCFSC web server. The web-based master program will be maintained by EDCFSC for project and resource management purposes. Program reports to include job/work order status and job/work completion data. Prospective bidders may withdraw their proposal at any time during the open bidding period. All bidders will be notified of the results of the selection process.

RESPONSIBILITIES / SCOPE OF WORK

The Residential Chipper Contractors will be responsible for the following tasks:

1. Commercial processing (chipping) of woody vegetative material located on private properties that has been removed from around structures to create defensible space per the California Public Resources Code 4291;
2. Contractor will be equipped with computers, internet access, phones, chipping machinery, tools, vehicle and personnel safety equipment, adequate and appropriate personnel to fully implement the chipping service efficiently and safely;
3. Chipped material will be deposited on the resident's property;

4. Contractor will contact each participant within two weeks of receipt of request to advise the week the service is scheduled to be completed;
5. Contractor will access and enter scheduling, work order/job completion information into an EDCFSC online web-based program;
6. Contractor(s) to provide data entry into the web-based program when scheduling and closing work orders on a daily basis;
7. EDCFSC will provide data entry training on the online Chipping web-based program;
8. Contractor will take at least one pre-photo of the job before completing the chipping service;
9. Contractor will take at least one post-photo of the completed work; all photos will be identified by the Job Number in the Database.
10. Contractor field personnel will report dates of chipping service, job start and end times, number of piles chipped, dimensions of each pile chipped, and the time required to complete the job;
11. Contractors will arrive at the work site as scheduled. If there is a scheduling delay beyond the week service is scheduled, Contractor will notify the resident participant to advise of the new timeline;
12. EDCFSC may request Contractor to complete a job within a specific area that is not normally covered due to the season and program demands;
13. Contractor will maintain appropriate paper records;
14. Contractor may be requested to furnish paper records including, job/work order records, equipment maintenance records, and/or appropriate training records of their personnel in safety and machine operations;
15. Contractors will report to the assigned EDCFSC Board Chairperson and/or Executive Coordinator should any issues arise in the performance of their services, to include notifying the EDCFSC contact when jobs take longer than eight (8) hours to complete including travel time, requests for service by the resident participant go beyond the scope of the project, etc.;
16. Contractors will be reimbursed for all completed work on a monthly basis upon receipt of their invoice by the 5th of each following month;
17. EDCFSC will pay Contractors directly within 30 days following the 5th of each month;
18. EDCFSC is open to all possible utilization solutions for biomass material generated through the creation of defensible space. Contractors shall propose any ideas they have for expanding this program to the EDCFSC.

QUALIFICATIONS AND SELECTION CRITERIA

The EDCFSC Board of Directors will review the proposals and make the contractors selection based on the following criteria:

- Contractor's responsiveness in addressing the "Scope of Work" and preparing a proposal responsive to the Request for Proposal. All questions must be answered for your proposal to be considered.
- Contractor's experience in fire prevention practices (CPRC 4291), fuel load reduction, forestry practices, type of equipment, effective communication and other background relative to the project.
- Contractor must possess all current and appropriate insurances and California drivers' licenses. The insurance must include public liability, property damage, and workers compensation.
- As a requirement of the California Air Resources Board (CARB) Statewide Portable Equipment Registration Program, all chippers used in the Chipping Program must be permitted through CARB. If contractors do not currently have a Statewide Portable Equipment Permit, then the contractors are required to submit proof of starting the process by submitting a copy of the letter of Completion from CARB within 30 days of being awarded the contract. If the chipper engine is 50 brake horsepower or less, it is exempt from the permitting process. For questions regarding attaining a CARB Statewide Portable Equipment Registration Permit, please call CARB at (916) 874-4884, or El Dorado County Air Quality Management District at (530) 621-6662.

EVALUATION

Members of the EDCFSC will evaluate the proposals. If necessary, qualifying candidates may be asked to interview with a panel of EDCFSC representatives. Notification of Contractors' selection will be made on or before August 1, 2014.

AVAILABLE FUNDS

The maximum contract award for this grant is \$108,950. The contractor(s) selected must be capable of completing the tasks outlined in the "Scope of Work" within the dollar amount allocated under the grant

PROPOSAL FORMAT

A qualifying proposal must address the following items:

1. Letter of Interest, including a statement that the contractor will perform the services outlined in this RFP.
2. Cover Sheet with the following information:
 - a. Title of Proposal
 - b. Name and Address of contracting company
 - c. Contact person, telephone and fax numbers, and email
3. Understanding of the Project: The contractors shall provide a brief response that demonstrates an understanding of project and their knowledge of the California Public Resources Code 4291.
4. Approach and Objectives: The contractor shall briefly outline how their proposal will be responsive the “Scope of Work.”
5. Qualifications of Key Personnel: The contractor shall provide the names of the key people who will be working for the contractor, their role in the project and a synopsis of their experience relevant to these roles. The EDCFSC requires there must be at least two people on site at all times during the chipping process.
6. Previous Experience: Please list all previous work performed for the past 5 years.
7. Business License: Please submit a copy of your current business license.
8. Drivers Licenses: Please provide the list of personnel operating motor vehicles and their DL classifications and endorsements.
9. Proof of Insurance: Please provide proof of automobile, commercial general liability insurance and Workman’s Compensation coverage.
10. Cost proposal:
 - a. The contractors shall provide a proposal based on an hourly rate for equipment and crews.
 - b. Specify if drive time is included in the eight (8) hour day. If drive time is included in eight (8) hour day specify starting location.
11. Hours of Operation: Include the hours of operation. If you have different hours of operation based on seasons, please indicate those hours.
12. Communication: The majority of communication will be done via email; however, there may be a need to be available during normal business hours. Please indicate if you have clerical staff to assist with the continuity of communication. Contractor staff will be required to contact homeowners and schedule work as needed. Job site visits may occur at times to ensure work quality. The EDCFSC prefers that a cell phone be present at all times with the chipper in case of an emergency. Indicate the cell phone and office phone numbers.
13. Equipment Specifications: Include a detailed description and pictures of all equipment to be used. Include a description of how equipment maintenance is handled if there is a mechanical malfunction.
14. Computer skills and internet access: The primary method of communication will be through email and through the online web-based program. Please indicate if you have internet access, the ability to place, send and receive, and data entry skills.

15. References: The contractors shall provide a minimum of three references from similar or related projects, including an appropriate contact name, telephone number and e-mail (if available).
16. Insurance: The contractors will show proof of liability insurance, public liability, and property damage. Include proof of workers compensation if there are employees. If you do not include proof of insurance with submittal of RFP, you will have three (3) business days from the time the contract is awarded to provide proof of insurance. Proof must be submitted by close of business on July 24, 2014.

PROJECT MILESTONES

Milestone	Timeline
Release request for proposal	July 7, 2014
Bidders Meeting	July 14, 2014
Proposals Due	July 25, 2014
Contract Award	July 30, 2014
Agreement Signed	August 4, 2014
Contracted Services begin	Immediately after contract signing or upon receipt of funding
Anticipated grant funds expended	March 31, 2016

PROPOSAL SUBMISSION

Four copies must be mailed to the El Dorado County Fire Safe Council, P. O. Box 1011 Diamond Springs, CA 95619 and postmarked no later than **July 25, 2014**. **If the proposal is postmarked after July 25, 2014, it will be disqualified.** (NOTE: Faxed, emailed or late proposals will not be accepted. No proposals will be accepted after this deadline.)

NONDISCRIMINATION

The program or activities conducted under this agreement will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American's with Disabilities Act of 1990. They will also be in accordance with regulations of the Secretary of Agriculture (7CFR-15, Subparts A & B), which provide that no person in the United States shall on the grounds of race, color, national origin, gender, religion, marital or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Agriculture or any agency thereof.